

MONITORING INSTRUMENT ITEM REPORT

2014–15 Program Instruments

Early Education and Support Online 2014–15

I. INVOLVEMENT

I-EES 01: Plan for Parent Involvement

Updated 06/10/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators I-EES 1. (CCTR, CSPP, CMIG, CHAN, CFCC) There is a plan for parent involvement and education, including the sharing of program goals and structure with families. The program ensures that effective, two-way, comprehensive communication between staff and parents is carried out on a regular basis throughout the program year.

1.1. (CSPP Prekindergarten and Family Literacy contract) The contractor has developed interactive literacy activities in which the parents actively participate in facilitating the acquisition of pre-reading skills with their children through guided activities.
(EC §§ 8202, 8203, 8240(c), 8245(b)(3) and (b)(9); 5 CCR §§ 18275, 18277, 18280.)

Associated Documents

Required and Suggested Documents EES for CSPP Pre-kindergarten and Family Literacy contracts, materials from interactive literacy component [r]
EES for CSPP Pre-kindergarten and Family Literacy contracts; schedules of parent and child interactive literacy activities [r]
EES open door policy statement [r]
EES Parent Advisory Committee (PAC) agenda or minutes [r]
EES parent education and involvement plan [r]
EES parent orientation materials [r]

Legal References

II. GOVERNANCE AND ADMINISTRATION

II-EES 02: Family Eligibility Requirements

Updated 06/10/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators II-EES 2. (CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP) Families with children enrolled in the program have met the eligibility requirements of that contract, and the required documentation is complete. A family data file has been established for each family, including a completed application for services and supporting documentation. For all programs except part day CSPP, the contractor verifies the eligibility of each family or child within 30 days of a change in eligibility status or at intervals not to exceed 12 months.

(EC §§ 8201(a), 8208(i)(ad)(ai)(aj), 8231, 8235, 8236, 8237, 8238.4, 8239, 8246(a), 8250, 8263, 8263.1, 8263.4, 8353, 8354; 5 CCR §§ 18078, 18081–18085, 18089, 18090, 18096, 18100–18103, 18107, 18118, 18131, 18133, 18191, 18211, 18212, 18405–18408, 18420–18423.)

Associated Documents EES written materials for parents [r]

Required and Suggested Documents

Legal References

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II. GOVERNANCE AND ADMINISTRATION

II-EES 03: Child Need Requirement Verification

Updated 06/10/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators II-EES 3. (CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP) With the exception of families enrolled in a part day CSPP, families with children enrolled in a contract have met the need requirements. Certified hours of child care correspond to the need of the parent/caretaker, as documented by the contractor. For all contracts with a need for service requirement, the contractor verifies the need of each family or child within 30 days of a change in need status or at intervals not to exceed 12 months. For CSPP Prekindergarten Literacy Full Day contracts, need is verified at enrollment for the program year.

(EC §§ 8235, 8239(d), 8250, 8263, 8263.1, 8353, 8354, 8468.5(b)(2); 5 CCR §§ 18078, 18081, 18083, 18084, 18085.5-18088, 18091, 18092, 18102, 18104, 18118, 18191, 18406(c) and (d), 18421(b) and (c).)

Associated Documents EES written materials for parents [r]

Required and Suggested Documents

Legal References

II. GOVERNANCE AND ADMINISTRATION

II-EES 04: Recording and Reporting Attendance

Updated 06/10/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators II-EES 4. (CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP) The program has adopted policies and procedures for recording and reporting attendance that are consistent with:

- (a) The certified hours of enrollment that are established for the parent/caretaker
 - (b) Statutes and regulations on excused and unexcused absences
 - (c) Regulations regarding documentation of attendance
- (EC §§ 8208(e), 8221.5, 8246(h); 5 CCR §§ 18065, 18066, 18068)

Associated Documents

Required and Suggested Documents EES attendance policy for excused and unexcused absences [r]

Legal References

II. GOVERNANCE AND ADMINISTRATION

II-EES 05: Correct Fee Assessed

Updated 06/10/2014 by Administrator Administrator

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| SEA Status | In Progress |
| Comments by SEA | |
| Compliance Indicators | II-EES 5. (CCTR, CSPP, CMIG, CFCC, CAPP, CMAP, C2AP, C3AP) With the exception of families certified in a part day CSPP, families with children enrolled are assessed the correct fee according to the current Family Fee Schedule issued by the California Department of Education with the exception of families certified in a part-day CSPP program. (EC §§ 8239(e), 8246(c), 8250(d)(3), 8263(g) and (h); 5 CCR §§ 18078, 18096, 18108–18116.) |
| Associated Documents | |
| Required and Suggested Documents | EES family fee collection policies and procedures [r] |
| Legal References | |

II. GOVERNANCE AND ADMINISTRATION

II-EES 06: Inventory Records

Updated 06/10/2014 by Administrator Administrator

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| SEA Status | In Progress |
| Comments by SEA | |
| Compliance Indicators | <p>II–CD 6. (CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP, CRRP) For all categorical programs, the local agency maintains an inventory record for each piece of equipment, with an acquisition cost of more than \$500 per unit, that is purchased with state and/or federal funds. The record describes the acquisition by:</p> <ul style="list-style-type: none"> (a) Type (b) Model (c) Serial number (d) Funding source (e) Acquisition date (f) Cost (g) Location (h) Current condition (i) Transfer, replacement, or disposition of obsolete or unusable equipment (EC § 35168; 5 CCR § 3946; 34 CFR 80.32(d)(I).) |

6.1. The contractor has conducted a physical check of the inventory of equipment within the past two years and has reconciled the result with inventory records. (34 CFR 80.32 (d)(2).)

6.2. All contractors that are not local educational agencies shall adopt procedures regarding the procurement of goods and services that prohibit conflicts of interest and ensure competition. (45 CFR 92.36 and 5 CCR §§ 18027-18030 and 18040.)

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Associated Documents EES Written procedures for competitive procurement

Required and Suggested Documents EES equipment inventory [r]

Legal References

II. GOVERNANCE AND ADMINISTRATION

II-EES 07: Alternative Payment Policies

Updated 06/10/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators II-EES 7. (CAPP, CMAP, C2AP, C3AP) The provider and eligible parents are given information regarding alternative payment policies, procedures, and regulations. The contractor sets forth the basis of provider participation, scheduled provider payments, and the rights and responsibilities of parents.

(EC §§ 8222, 8225, 8226, 8266.5, 8357, 5 CCR §§ 18074, 18074.1, 18074.2, 18075-18076.3, 18220.6, 18221 18224, 18226, 18228, 18230, 18231, 45 CFR 98.30.)

Associated Documents EES written materials for parents [r]

Required and Suggested Documents EES grievance procedures [r]
EES policies and procedures for provider participation and written materials for providers [r]

Legal References

IV. STANDARDS, ASSESSMENT, AND ACCOUNTABILITY

IV-EES 08: Desired Results Profile and Data

Updated 06/10/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators IV-EES 8. (CCTR, CSPP, CMIG, CHAN, CFCC) The program maintains the Desired Results Developmental Profile – 2010 (DRDP-2010) and Desired Results parent survey data for children and families. The program uses the information to plan and conduct age and developmentally appropriate activities and to monitor family involvement and satisfaction.

(EC §§ 8203(b)(c), 8203.5(b), 8240(a), 8245, 8246, 8463(e)(f); 5 CCR §§ 18270.5, 18272, 18273, 18276, 18279–18281.)

Associated Documents

Required and Suggested Documents EES program activity plans [r]
EES schedule of Parent-Teacher conferences [r]

Legal References

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IV. STANDARDS, ASSESSMENT, AND ACCOUNTABILITY

IV-EES 09: Annual Evaluation Plan

Updated 06/10/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators IV-EES 9. (CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP) The program has developed and implemented an annual evaluation plan that addresses any areas identified during the self-evaluation as needing improvement.

(EC §§ 8203, 8203.5, 8261; 5 CCR §§ 18279-18281.)

Associated Documents

Required and Suggested Documents EES Annual Program Self-Evaluation-CD 4000 and CD 4001A [r]
EES Environment Rating Scale Summary of Findings-CD 4002 [r]
EES evidence of Program Action Plan follow-up [r]
EES Parent Survey Summary of Findings-CD 4003 [r]

Legal References

IV. STANDARDS, ASSESSMENT, AND ACCOUNTABILITY

IV-EES 10: Site Licensure

Updated 06/10/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators IV-EES 10. (CCTR, CSPP, CMIG, CHAN, CFCC) Each site has a current license issued by the authorized licensing agency unless the site is exempt from licensure.
(EC §§ 8203(a), 8245(a); 5 CCR § 18020; Health & Saf. Code § 1596.792; 22 CCR §§ 101158 (a)(9), 10218.1.)

10.1. Sites that are exempt from licensure meet health and safety standards.

10.2. Children receive health screening and immunizations.

10.3. Parents have access to their children and the caregivers during normal hours of operation.

Associated Documents

Required and Suggested Documents EES current license and current receipt for fee [r]
EES licensing citations (if any) [r]
EES written policies regarding parental access [r]

Legal References

V. STAFFING AND PROFESSIONAL DEVELOPMENT

V-EES 11: Staff Development Program

Updated 06/10/2014 by Administrator Administrator

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| SEA Status | In Progress |
| Comments by SEA | |
| Compliance Indicators | V-EES 11. (CCTR, CSPP, CMIG, CHAN, CFCC) The program has developed and implemented a staff development component. (EC §§ 8240(g), 8245(b)(6), 8360; 5 CCR § 18274.) |
| Associated Documents | |
| Required and Suggested Documents | EES CSPP Pre-kindergarten and Family Literacy contracts, records of developmentally appropriate assessments of pre-reading skills and instructional strategies [r] EES participant sign-in sheet for staff development sessions [r] EES records of implemented staff trainings [r] EES written job descriptions [r] EES written staff development plan linked to Annual Program Self-Evaluation [r] |
| Legal References | |

V. STAFFING AND PROFESSIONAL DEVELOPMENT

V-EES 12: Qualified Staff and Director

Updated 06/10/2014 by Administrator Administrator

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| SEA Status | In Progress |
| Comments by SEA | |
| Compliance Indicators | V-EES 12. (CCTR, CSPP, CMIG, CHAN, CFCC) All program staff is qualified for the position held. Each program operating two or more sites has a qualified program director. Each program with more than one site has a qualified site supervisor at each site. Each site has qualified teachers. (EC §§ 8203(g), 8208(v), (aa), and (af), 8244, 8264.5, 8264.7, 8360-8361; 5 CCR §§ 18295, 80105-80116.) |
| Associated Documents | |
| Required and Suggested Documents | EES Contractor's current classroom personnel roster by position held [r] EES copies of current permits, credentials, or certificates for each teacher, site supervisor, and program director, or waiver issued by EES (Hard copy Only) [r] |
| Legal References | |

V. STAFFING AND PROFESSIONAL DEVELOPMENT

V-EES 13: Staff-Child Ratios

Updated 06/10/2014 by Administrator Administrator

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| SEA Status | In Progress |
| Comments by SEA | |
| Compliance Indicators | V-EES 13. (CCTR, CSPP, CMIG, CHAN) The applicable staff-child ratios are met for each age group and program. (EC §§ 8203(a), 8264.7, 8264.8; 5 CCR §§ 18013(d), 18135, 18290.) |
| Associated Documents | |
| Required and Suggested | |

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Documents EES completed Staff-Child Ratio Schedule (form CD-3705) [r]

Legal References

VI. OPPORTUNITY AND EQUAL EDUCATIONAL ACCESS

VI-EES 14: Family Selection

Updated 06/10/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators VI-EES 14. (CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP) Families with children enrolled in the programs are selected according to the priorities of that program.

(EC §§ 8231, 8235(c), 8236, 8263, 8263.2-.4; 5 CCR §§ 18105–18107, 18131, 18133, 18182, 18192.)

Associated Documents

Required and Suggested Documents EES agency records of agency maintained waiting list or county centralized eligibility list, as applicable [r]

Legal References

VI. OPPORTUNITY AND EQUAL EDUCATIONAL ACCESS

VI-EES 15: Compliance with Due Process

Updated 06/10/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators VI-EES 15. (CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP) The contractor complies with the program's due process requirements, including (1) providing parents with written information regarding their responsibility to comply with program rules, (2) issuing a notice of action where appropriate, and (3) establishing procedures for parental appeal of any contractor's decision contained in the notice of action.

(EC §§ 8203(f), 8261, 8263; 5 CCR §§ 18094, 18095, 18118–18122, 18400(k) and (l), 18418, 48419, 18433, 18434.)

Associated Documents EES written materials for parents [r]

Required and Suggested Documents EES current blank Notice of Action [r]
EES parent appeal procedures [r]

Legal References

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VI. OPPORTUNITY AND EQUAL EDUCATIONAL ACCESS

VI-EES 16: Refrain from Religious Instruction

Updated 06/10/2014 by Administrator Administrator

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| SEA Status | In Progress |
| Comments by SEA | |
| Compliance Indicators | VI-EES 16. (CCTR, CSPP, CMIG, CHAN, CFCC) The program refrains from religious instruction and worship. (EC §§ 8265(a)(4); 5 CCR § 18017.) |
| Associated Documents | |
| Required and Suggested Documents | EES postings or information for parents, providers, and public that program refrains from religious instruction and worship [r] |
| Legal References | |

VI. OPPORTUNITY AND EQUAL EDUCATIONAL ACCESS

VI-EES 17: Services Responsive to Family Needs

Updated 06/10/2014 by Administrator Administrator

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| SEA Status | In Progress |
| Comments by SEA | |
| Compliance Indicators | VI-EES 17. (CRRP) The contractor provides services that are responsive to the diverse cultural, linguistic, and economic needs of the geographic area of service. (EC §§ 8212, 8213, 8214) 17.1. (CRRP) The contractor has developed written referral policies that are available to parents and providers on request and has implemented the written complaint procedures. (EC § 8216; 5 CCR §§ 18244, 18247.) 17.2 (CRRP, CAPP, C2AP, C3AP) The contractor has developed and implemented procedures to provide subsidy and potential subsidy families with informed parental choice and has a comprehensive list of local providers and programs for offering choice. (5 CCR § 18245; 45 CFR 98.30 and 98.33) |
| Associated Documents | EES Examples of outputs from database or information systems based on type of provider/program preferred by parent EES Talking points or recording used to inform parents of provider types and choices available. |
| Required and Suggested Documents | EES CRRP contractor written referral policy [r] EES R & R written materials [r] EES verification of operating hours [r] EES written complaint policies and procedures [r] |
| Legal References | |

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VII. TEACHING AND LEARNING

VII-EES 18: Environment Rating Scale

Updated 06/10/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators VII-EES 18. (CCTR, CSPP, CMIG, CHAN, CFCC) The program shall complete an environment rating scale to measure program quality for the appropriate age group and setting and shall achieve a rating of "Good," defined as scoring at least an average of 5.0 on each subscale of the environment rating scale.

(EC §§ 8203, 8203.5(a), 8245, 8246(d) and (f); 5 CCR § 18281.)

Associated Documents

Required and Suggested Documents EES Completed Environment Rating Scale and Summary report for classroom [r]
EES Environment Rating Scale Summary of Findings-CD 4002 [r]

Legal References

VII. TEACHING AND LEARNING

VII-EES 19: Nutritional Needs

Updated 06/10/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators VII-EES 19. (CCTR, CSPP, CMIG, CHAN, CFCC) The program provides for the nutritional needs of children in attendance.

(EC §§ 8203(l), 8204, 8240(f), 8245(b)(5), 8246(g), 8463(n); 5 CCR §§ 18111, 18278.)

Associated Documents

Required and Suggested Documents EES current month menu [r]
EES written policies for provision of meals/snacks [r]

Legal References